

# **HOUSING AUTHORITY OF THE TOWN OF MANSFIELD**

## **REGULAR MEETING MINUTES**

Housing Authority Office

November 20, 2014

8:30 a.m.

Attendance: Mr. Long, Chairperson; Mr. Simonsen, Vice Chairperson; Mr. Eddy, Secretary and Treasurer; Ms. Hall, Assistant Treasurer; Ms. Fields, Executive Director.

The meeting was called to order at 8:40 a.m. by the Chairman.

### **MINUTES**

A motion was made by Mr. Eddy and seconded by Mr. Simonsen to accept the minutes of the October 16, 2014 Regular Meeting. Motion approved unanimously.

### **COMMENTS FROM THE PUBLIC**

None

### **COMMUNICATIONS**

Ms. Fields received a letter from HUD acknowledging receipt of the audit and the unqualified opinion of the auditors which requires no action by the Housing Authority or HUD.

Ms. Fields received the annual memo from the Town Clerk requesting a schedule of meetings for 2015 no later than January 31, 2015.

Ms. Fields received notification that Hunting Lodge Road will be closed for a couple weeks to install a new 16" water main. Charles Grab, from UCONN Transportation, asked if Holinko Estates could be used to turn their buses around and to use the bus stop for pick up/drop. It is estimated to be about a two week disruption. Ms. Fields agreed and stated that care needed to be taken due to the many children living in the area.

Ms. Fields received a letter this morning from a Section 8 Waiting List applicant asking the Board to reverse the Housing Authority's decision to remove her from the waiting list for failure to return documents.

### **REPORTS OF THE DIRECTOR**

#### **Bills**

A motion was made by Mr. Eddy and seconded by Ms. Hall to approve the October bills. Motion approved unanimously.

#### **Financial Reports –A (General)**

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve the September Financials. Motion approved unanimously.

#### **Financial Report-B (Section 8 Statistical Report)**

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve the October Section 8 Statistical Report. Motion approved unanimously.

## **REPORT FROM TENANT REPRESENTATIVE**

### **Human Services Advisory Committee.**

Mr. Eddy reported that there was no meeting.

### **General Reports**

Mr. Eddy reported that the mailbox numbers are starting to peel suggested that they be replaced or stenciled. He also reported that the new exterior lighting (LEDs) look great providing a uniform white light.

## **COMMITTEE REPORTS**

### **Development Committee**

None

### **Quality of Life Committee**

None

## **UNFINISHED BUSINESS**

### **Holinko Estate Solar Panel Installation Update**

The panels have been installed. The final inspection was scheduled with the Building Department, but cancelled by Sunlight Solar due to an emergency.

## **NEW BUSINESS**

### **Commissioner Terms**

The term for Commissioner Simonsen expired on October 31, 2014. Mr. Long asked Mr. Simonsen if he would be willing to serve for another term and he agreed. Mr. Long will write a letter to the Committee on Committees, through the Town Clerk, asking the Committee on Committee to reinstate Mr. Simonsen for another term, ending October 31, 2019.

### **Wrights Village Write Off – Virginia Yorks**

Ms. Fields requested the Board approve the write off of an uncollectable debt owed by a previous tenant who moved out in February 2013 and has since died.

## **RESOLUTION**

**WHEREAS**, it is necessary that the Housing Authority of the Town of Mansfield write off uncollectible accounts to maintain financial statements that accurately reflects the true financial condition of the Authority;

**THEREFORE**, be it resolved that the Commission of the Housing Authority of the Town of Mansfield hereby authorizes the following write off:

Wrights Village	Virginia Yorks	\$655.56
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A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve the resolution to write off \$655.56 in uncollected debt. Motion approved unanimously.

## **2015 Board Meeting Schedule**

The Board meetings for 2015 will continue to take place on the third Thursday of each month at 8:30 a.m. at the office of the Housing Authority. Those dates for 2015 will be as follows:

January 15, 2015  
February 19, 2015  
March 19, 2015  
April 16, 2015  
May 21, 2015  
June 18, 2015  
July 16, 2015  
August 20, 2015  
September 17, 2015  
October 15, 2015  
November 19, 2015  
December 17, 2015

## **Policy Review**

**Section 8 Security Deposit Guarantee Program:** Ms. Fields recommended that the policy be suspended due to insufficient funds to provide guarantees. There are currently no guarantees outstanding.

A motion was made by Mr. Eddy and seconded by Mr. Simonsen to return the monies to the Administrative Fee Reserve and suspend the program until further notice. Motion approved unanimously.

**HUD Compliance:** Ms. Fields recommended a change to the current policy which requires a manual review. The HUD accepted software program questions the user prior to the user locking in the information if something does not compute. Ms. Fields will continue to review as required by the HUD Section 8 Management Assessment Program ("SEMAP").

A motion was made by Mr. Eddy and seconded by Mr. Simonsen to accept the policy as amended. Motion approved unanimously.

**Money Management:** Ms. Fields recommended the Cash Receipts, Fund Transfer, Accounts Payable and Check Signing policies all be incorporated into one policy. Ms. Fields presented a new Money Management policy for the Board to review.

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to rescind the Cash Receipts, Fund Transfer, Accounts Payable and Check Signing and replace them with the new Money Management policy as amended. Motion approved unanimously.

## **MEETING DATE REVIEW**

No changes were made to the December meeting date.

**OTHER BUSINESS**

A motion was made by Mr. Eddy and seconded by Mr. Simonsen to address the Section 8 communication provided earlier by Ms. Fields. Motion approved unanimously.

**Section 8 Wait List Applicant Request**

After careful review, by consensus, the Board upheld the Housing Authority's staff decision to remove the applicant from the waiting list.

**ADJOURNMENT**

The Chairman declared the meeting adjourned at 11:05 a.m. without objection.

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Dexter Eddy, Secretary

**Approved:**

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Richard Long, Chairman